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2 SEP 1969

MEMORANDUM FOR: Acting Assistant for Personnel Security

SUBJECT : Significant Accomplishments, Security  
Records and Communications Division - FY 1969

REFERENCE : Your Request Dated 11 August 1969

1. Set forth below are significant accomplishments for the Security Records and Communications Division for FY 1969:

a. The CIA - Ft. Holabird Data Communications System became operational in May 1969. The system now enables CIA and the Defense Central Index to exchange National Agency Check inquiries in machine language and process same by computer search methods.

b. Assisted the Office of Personnel in preparing data for newly created ADP system for contract personnel (PERCON). Assistance rendered involved searching and reviewing approximately 3,500 names and files to identify security file numbers, type and date of last security operational approval and country of birth.

c. Completed 106,934 requests from other Federal Agencies for name checks. These requests resulted in 9,110 positive results. Of the number of requests received 11,379 requests were transmitted via the newly established tele-processing link between CIA and Ft. Holabird (DOD/NACC) during the final six months of the fiscal year. During this same period 7,041 "no record" responses were transmitted to NACC.

d. Briefings on the SANCA system and the Telecommunications system were given to:

(1) Inspector Bishop, Chief, Vice Squad, D.C. Police Department.

(2) USIB Information Handling Committee.

(3) Three (3) NSA Programmers and the NSA Security Officer.

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e. The SR&CD Systems Admin Officer lectured before five (5) separate groups attending the Agency ADP Orientation Course. Topic of lecture is the "Operations of the SANCA System".

f. Obtained approval to adopt the DDP/Name Grouping System to the SANCA Index System.

[REDACTED]

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h. Added 115,863 cards to the OS Master SANCA index.

i. Key punched [REDACTED] for computer search of SANCA index.

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j. Filed 207,151 pieces of correspondence.

k. Processed 6,878 dispatches.

l. Serviced 34,130 priority requests received by the [REDACTED]

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m. Received 7,133 and transmitted 8,718 TWX messages [REDACTED]

n. Handled 11,084 IN cables, 5,422 OUT cables and 19,365 non-Agency cables.

o. Analyzed the contents of [REDACTED] files and prepared 2,780 summaries in connection with new investigation case processing.

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p. Prepared and/or processed 43,321 multilith mats, reproducing 1,658,465 [REDACTED] sheets for use during investigative coverage.

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q. Processed 16,121 RID checks and reviewed 3,434 RID references.

r. Continued to emphasize the Security files retirement program, reviewing 24,727 security files of which 20,911 files were retired.

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s. Serviced 256,261 requests for security files.

t. Initiated action to obtain a remote access capability for the SPECLE index so as to eliminate wasteful duplication of compartmented indices and to centralize all clearance records into a single index system that will service all of the internal requirements of the Agency.



Chief, Security Records and  
Communications Division

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